

TOWN OF WENHAM
Position Description
FLSA: Non-Exempt

Position Title: **Finance Assistant/Payroll Clerk**

Department: Finance Department

Reports To: Finance Director

Status: Full-time (35 hrs./ wk.)
\$18.00 - \$20.00 per hour

GENERAL SUMMARY:

The purpose of this position is to perform skilled bookkeeping and clerical work in assisting the Finance Department with payroll entry, general collections, accounts payable and all other related work as assigned. The Finance Assistant/Payroll Clerk reports to the Finance Director and is responsible for maintaining and improving upon the efficiency and effectiveness related to the position.

ESSENTIAL JOB FUNCTIONS:

- 1) Compiles and posts employee timesheets and payroll data into the automated payroll system under the supervision of the Treasurer/Collector.
- 2) Responsible for ensuring payroll software is accurate and up to date at all times.
- 3) Enters invoices into the accounts payable module and reviews payables batches submitted by departments for accuracy and appropriateness.
- 4) Collects payments for all taxes; assists in balancing accounts as needed.
- 5) Prepares daily or weekly deposits as needed.
- 6) Answers questions via counter or phone from taxpayers, banks and attorneys, vendors and town departments with promptness and professionalism: explains tax collection procedures and regulations under the supervision of Finance Director. Researches questions and provides resolution. Assists taxpayers in understanding tax bills and related documents.
- 7) Performs other duties as assigned by the Finance Director.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

Associate's degree in accounting, finance, business administration or related field. Three years of experience in accounting, payroll preparation, or financial management; or any equivalent combination of education and experience.

Ability to use the Town's Financial Management System (VADAR) with training.

Ability to use Town's Payroll Software (Harper's) with training.

Ability to establish and maintain effective and harmonious working relationships with town officials and departments, members of the banking community, and all town employees.

Ability to communicate effectively in written and oral form.

Ability to prioritize multiple tasks and deal effectively with interruptions.

Ability to provide accurate information and referrals.

Ability to establish and maintain effective financial record keeping systems.

Skilled in operating computers and utilizing appropriate software applications.

Organizational aptitude and attention to detail.

Excellent customer service skills.

SUPERVISORY RESPONSIBILITIES

None

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Normal office environment not subject to extremes in temperature, noise, etc.

Frequent interruptions to assist internal and external customers on the telephone or in person.

May spend extended periods of time at the computer terminal, at desk or on the telephone and operating other office equipment requiring eye hand coordination and finger dexterity.

Occasional lifting, standing, bending and carrying of files, documents and records.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)